

DECE Division of Early Care and Education	STATE OF WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES	
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	Originating Bureau: Child Care Administration	
	Key Words: Approved Activities	

Updates to Approved Activity Codes for Child Care

To: Local Child Care Administrative Agencies

Subject: Approved Activity Codes for Wisconsin Shares Child Care

Purpose: Inform agencies of Approved Activity code changes

Details:

CARES Worker Web (CWW) has been updated to reflect current policy regarding Approved Activity coding for Wisconsin Shares child care. There is also a new requirement that the School Enrollment page indicates enrollment status for individuals coded as EMTS or EMGE on Approved Activity screen.

- 2 new codes have been added,
- 2 code descriptions have been changed,
- 7 codes are unchanged, and
- 8 codes are now obsolete.

	CODE	DESCRIPTION	COMMENT
NEW	EMTS	Employment & Education	20 hours per month unsubsidized employment plus attending education to maintain employment.
	EMGE	Employment & Basic Education	20 hours per month unsubsidized employment plus attending basic education.

	CODE	DESCRIPTIN	COMMENT
CHANGED	EMPL	Unsubsidized Employment	Unsubsidized employment or Legitimate self-employment.
	SEEK	W-2 up-front Job SRCH-CMJ	Job Search during a W-2 CMJ placement.

NO CHANGE	CODE	DESCRIPTION	COMMENT
	?	Not yet provided	Applicant/participant has not yet indicated or verified their approved activity
	CANT	Can't care for the child and can't work	One adult in a 2 parent or 3 generation household can neither work nor provide care for the child for medically verified reasons. Child care is needed so the other adult (s) can go to work.
	FSJS	FSET Job Search	FSET participant with Job Search in the Employability Plan.
	FSWE	FSET Work Experience	FSET participant with Work Experience designated in the Employability Plan
	OPWE	Other Parent Work Experience	2 nd Parent in a W-2 case where one parent is WWEM and the other is on Work Experience.
	TPHS	Teen Parent attending high school or the equivalent	Teen parent is attending high school or a DPI approved high school equivalency course.
	WWEM	W-2 Employment Position	Parent in W-2 Employment Positions: CSJ, W2T, and TJ. Also includes Tribal TANF employment.

OBSOLETE	CODE	DESCRIPTION	COMMENT
	EDUC	Education	See TPHS, EMTS and EMGE.
	EMBA	Emp/W2 EMP Pos & Basic Ed	See WWEM.
	EMPS	EMP/W2 EMP Pos & Post Sec	See WWEM.
	EMSK	Employment Skills Training and Work	No longer available.
	JOBS	JOBS Participant	No longer available.
	OTHR	Other	No longer available
	TRNG	Training	No longer available.
	WWCM	W-2 Case Management	No longer available.

These changes to CWW will be effective November 12, 2012. Workers will no longer be able to select the obsolete codes when entering or updating the Child Care Activity Status page in CWW.

Required Action:

When using either the EMTS or the EMGE codes **workers are now required use the School Enrollment page in CWW to indicate the school enrollment information. If this is not done the case will fail eligibility** and a denial notice and failure code indicating that the parent is not in an approved activity.

At the next eligibility review or the next SMRF child care eligibility workers must update the Child Care Activity Status page with the most accurate activity code that is currently available.

Report of cases with obsolete or changed Activity Codes:

A report of cases with obsolete and changed codes will be provided to local agencies in the coming week. This report will identify cases that require updates to the Activity Status page at the next SMRF or eligibility review.

Contact: If you have questions about this technical memo, please contact the Child Care Help Desk at childcare@wisconsin.gov or (608) 264-1657.